

## ***Frequently Asked Questions (FAQs) — Branch Reconciliation***

---

### ***Why are FR Y-6 Reporters required to reconcile their branch information with current Federal Reserve records?***

The Federal Reserve published its proposal to add this item to the Organization Chart of the FR Y-6 report in the *Federal Register* dated January 11, 2007. Report Item 2b was added so the Federal Reserve could assess banking presence in the relevant markets when analyzing proposed mergers or performing Community Reinvestment Act examinations. The Federal Reserve will use this verification to ensure that the information on the Federal Reserve's records is current. Collecting domestic branch information on the FR Y-6 Report Item 2b and on the FR Y-10 Domestic Branch Schedule will ensure that the Federal Reserve is using data that accurately reflect current market conditions.

### ***How do I report branch information to the Federal Reserve?***

Use the website located at <http://structurelists.federalreserve.gov> to generate a list of branches for your institution's subsidiary(s) based on current Federal Reserve records. After reconciling your institution's information against the Federal Reserve's Branch List, submit the Branch List via *email* to your FRB contact (refer to the Federal Reserve Contact List on the website). If you are unable to submit the Branch List via email, you may submit a *hard copy* (or *other electronic media*) of the Branch List(s) via mail.

### ***What is the reporting deadline for the verified Branch List?***

The reconciled Branch List must be received by the appropriate Federal Reserve Bank no later than **90 calendar days following the fiscal year-end, the due date for the FR Y-6 report**. Reporters are encouraged to file the Branch List early, if possible.

### ***What if there are NO discrepancies between information listed on the Federal Reserve's Branch List and the actual branch information for my institution's subsidiary(s)?***

If there are NO discrepancies between the Federal Reserve's Branch List generated by this website and the actual branch information for your institution's subsidiary(s), you must still submit the Branch List to satisfy the Report Item 2b requirement of the FR Y-6; however, you are only required to enter "OK" in the *Data Action* column for each branch row on the spreadsheet.

### ***What if there is a discrepancy between information listed on the Federal Reserve's Branch List and the actual branch information for my institution's subsidiary(s)?***

If there are any discrepancies between the Federal Reserve's Branch List generated by this website and the actual branch information for your institution's subsidiary(s), you must reconcile the Branch List to satisfy the Report Item 2b requirement of the FR Y-6, and you must also file FR Y-10 Domestic Branch Schedule(s) to notify us of the change(s). Changes to your institution's domestic branch information are reportable on the FR Y-10 on an event-generated basis.

## ***Frequently Asked Questions (FAQs) — Branch Reconciliation***

---

### ***How do I report a change to the main branch (Head Office) information on the Branch List?***

Changes to the main branch (Head Office) information must be noted on the Branch List. In addition, a FR Y-10 Banking Schedule must be submitted to notify us of the changes to your institution's Head Office.

### ***Which branch types are reportable on Report Item 2b?***

The following are reportable branch types:

- Full Service
- Limited Service
- Trust
- Electronic Banking

### ***Which branch types are NOT reportable on Report Item 2b?***

The following are NOT reportable branch types:

- Administrative offices
- Loan production offices
- Consumer credit offices
- Stand-alone ATMs
- Contractual offices
- Customer Bank Communications Terminals (CBCT), and
- Electronic Fund Transfer Units (EFTU)

### ***The website asks me to choose an effective date for the institution list. Which date do I choose?***

Select the fiscal year-end date for your top-tier bank holding company. If your fiscal year-end date for your top-tier bank holding company is not listed in the drop-down menu, choose an effective date for the institution using the following criteria:

Fiscal Year-End	Select
12/31/2011 to 03/30/2012	12/31/2011
03/31/2012 to 06/29/2012	03/31/2012
06/30/2012 to 09/29/2012	06/30/2012
09/30/2012 to 12/30/2012	09/30/2012
12/31/2012 to 03/30/2013	12/31/2012

### ***Are confidential data displayed on this site?***

No. Information displayed on this website does not contain confidential data.

### ***Which Federal Reserve Bank do I send the verified Branch List to?***

Your verified Branch List must be filed with the Federal Reserve Bank that is responsible for collecting your organization's FR Y-6 reports.